

**TIMELINE ESTIMATE
TITLE 38 (PSP) AND TITLE 42 CLINICAL SALARY REQUESTS
REQUIRING APPROVAL BY THE DIRECTOR, NIH**

The following reflects the number of workdays typically required for review and approval of a complete request for PSP requiring the approval of the Director, NIH. A “complete” request contains all required documentation (PSP, 3Rs, etc.) that has been signed by the appropriate IC recommending official(s).

PROCESS	NUMBER OF WORKDAYS
Requests are delivered to the OHRM, Senior and Scientific Employment Division (SASED), 31/B3C07 where they are reviewed for completeness.	5
Complete requests are provided to the Clinical Salary Review Board (CSRB) members on an ad hoc basis. Members respond electronically. If issues cannot be resolved electronically, request will be reviewed at the next monthly CSRB meeting.	5
CSRB Meeting – Standing meeting scheduled for the first workday Monday of each month and convened as necessary. ¹	1
If approval is recommended, a transmittal is prepared and the request is routed through the Director, OHRM, Deputy Director for Management, Deputy Director for Intramural Research, NIH Exec Sec, NIH Deputy Director, to the Director, NIH. Approved requests are returned to OHRM/SASED. The IC is notified via e-mail of the approval and the availability of request for pick-up.	10
TOTAL	21

¹ Include additional workdays when CSRB members conclude the request requires discussion at the next meeting, i.e., the time between the decision to discuss the request at the next meeting and the actual meeting.